Tutorial

Introduction

This tutorial introduces Eudora's basic functions. There are a host of other operations that are not described here. For detailed explanations of all available Eudora functions, see the other chapters.

Most Eudora commands can be applied either to an open message window or to highlighted message summaries in a mailbox window. This lets you apply commands (such as Transfer, Forward, and Reply) to messages without opening them first. Whenever the term *current message is* used in this manual, it refers to a message that is open and is in the topmost window or whose message summary is highlighted within a mailbox window.

## Creating an Outgoing Message

A good way to familiarize yourself with Eudora is to create an outgoing message. An outgoing message is one that you send to someone else.

From the **Message** menu, select New **Message.** A new *composition window* is displayed. Since it is easiest to experiment with Eudora by sending a message to yourself, type your own e-mail address in the **To** field.

The **From** field has been automatically filled in and can't be altered. This is your real name and return address (as entered in the **Real name** and **Return address** fields in the Personal Information Options).

Press the tab key or point and click the mouse to move the cursor down to the " **Subject** field. Typically, you would enter some brief text indicating what the message is about. For this message, type the words **Test Message.**

Move the cursor past the remaining Cc, **Bee,** and **Attachments** fields down into
the large area below them. This area is reserved for the body of the message. Here
you can type whatever text you want. When you finish your message (referred to
in this tutorial as your *test message),* the composition window should look
something like the following example.
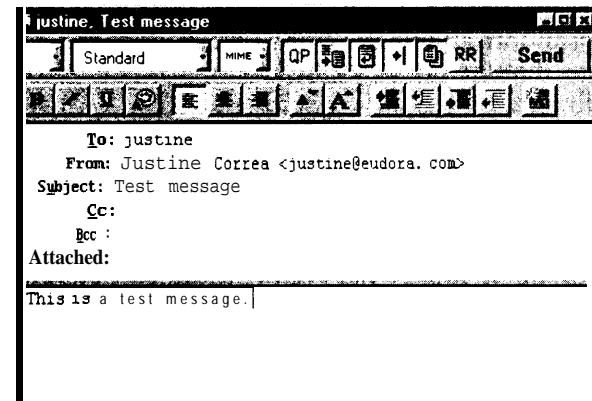
Example test message

Saving the Message

To save any current outgoing message, such as your test message, select **Save**
from the **File** menu. This saves the message in its current state in the Out mailbox,
which holds all outgoing mail.

After you save your test message, select **Out** from the **Mailbox** menu to view the
message summary. The bullet (•) in the Status column of the message summary
indicates that the message has been saved, and can be sent or queued.
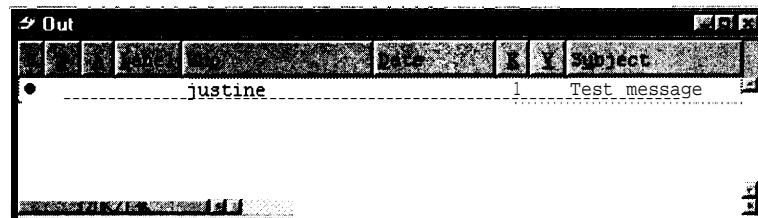
A message saved in the Out mailbox

Sending the Message

Notice the **Send** button in the upper right hand comer of the composition window. To send the message, simply click on this button.

The composition window immediately closes, and the progress window is momentarily displayed at the top of the screen. The progress window shows you the progress of lengthy operations.

Checking for and Receiving the Message

There are two ways to check your POP server to see if you have any new incoming mail. One way is to set up Eudora to automatically check for mail every so often. The other way is to check for mail manually whenever you want to by selecting **Check Mail** from the **File** menu. Do this manual check now.

Your password is requested for the first mail check after Eudora is opened, whether it is an automatic or manual check.

Note: Your POP account password is provided by your e-mail administrator.
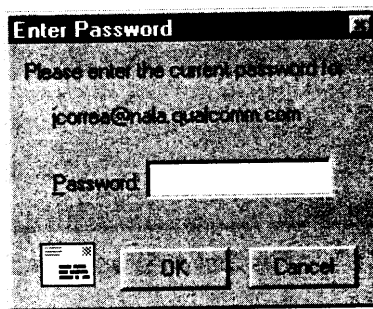
The Password dialog

Type in your password and click **OK.** If you make a mistake before clicking **OK,** simply backspace and re-enter the password correctly. If your password is rejected, select **Check Mail** from the **File** menu again and re-enter your password.

Note: Your Eudora password is case-sensitive, so the uppercase and lowercase letters must be typed in exactly. Be sure Caps lock is off.

After successfully entering your password, a progress window is momentarily displayed at the top of the screen indicating that an attempt to reach your POP account is being made. If there is a network problem between you and the POP server, an alert is displayed. Consult with your e-mail administrator to solve the problem.

If there is no mail waiting at your account on the POP server, the **You have no new mail** alert is displayed. This means that the message you sent to yourself in the previous exercise has not been delivered to your POP account yet. Click **OK.**

Keep selecting **Check Mail** from the **File** menu until your test message arrives. If the message doesn't arrive in a minute or two, notify your e-mail administrator.

When mail is found in your POP account, it is transferred to your PC and the progress window lets you monitor the transfer. This is followed by the **You have new mail** alert.

Click **OK.** The In mailbox window is displayed with your test message summary listed inside.
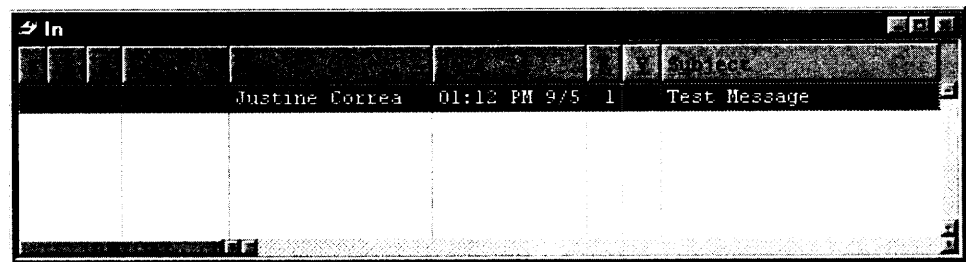
The test message listed in the In mailbox

The mailbox window shows a summary of each message in the mailbox. Incoming messages are stored indefinitely in the In mailbox until they are deleted or transferred to another mailbox (as described later in this tutorial).

To select (highlight) the message summary, click anywhere on the summary. To open the message, double-click on its summary. Do this for your test message to display it on your screen.
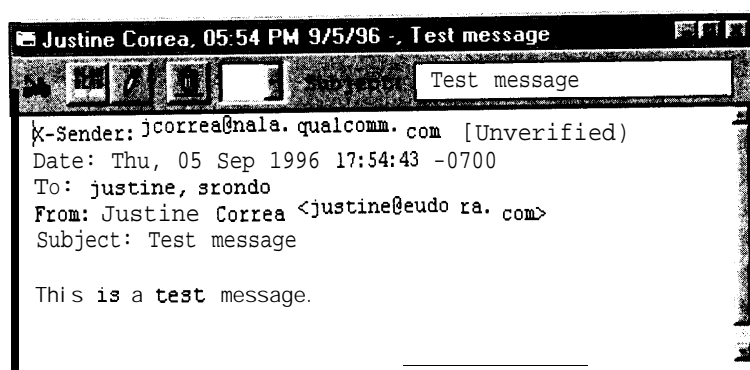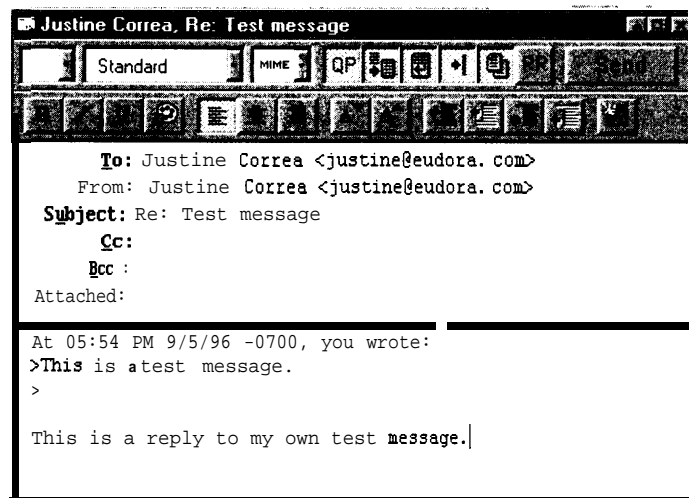

The incoming test message

Replying to the Message

You can easily reply to the sender of an incoming message without having to create a new message from scratch.

With the test message current, select **Reply** from the **Message** menu to initiate a reply to the message.

A new composition window is displayed, with the sender's address (in this case, your own) automatically placed in the **To** field of the header. The original sender's text is automatically included in the body of the message. You can edit this text as needed (or it can be deleted by pressing the Delete key). You can enter more text in the reply message just as in any outgoing message. In your test reply, move the insertion point to the area below the original message and type in some additional text. To send this message, click **Send.**


A reply to a message

Transferring the Message Between Mailboxes

You can organize your incoming mail by creating new mailboxes and easily transferring messages among them.

To create a new mailbox and transfer your test message into it, open the In mailbox, select your test message summary, and select **New...** from the **Transfer** menu. The New mailbox dialog is displayed. Any name can be typed in the new mailbox title field, but for this example, type **Testing.**
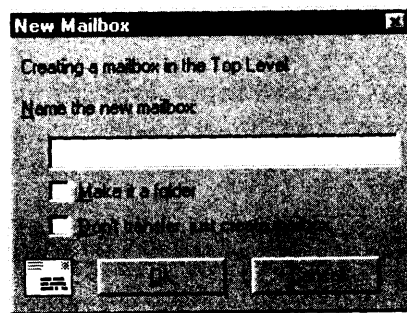
New mailbox dialog

Click **OK** to create the new mailbox. Because your test message was highlighted when you selected New... from the Transfer menu, it is automatically transferred into the Testing mailbox. To see this, select **Testing** from the **Mailbox** menu.

You can also transfer messages among existing mailboxes. To do this, select your original test message from the Testing mailbox and then select **In** from the **Transfer** menu.
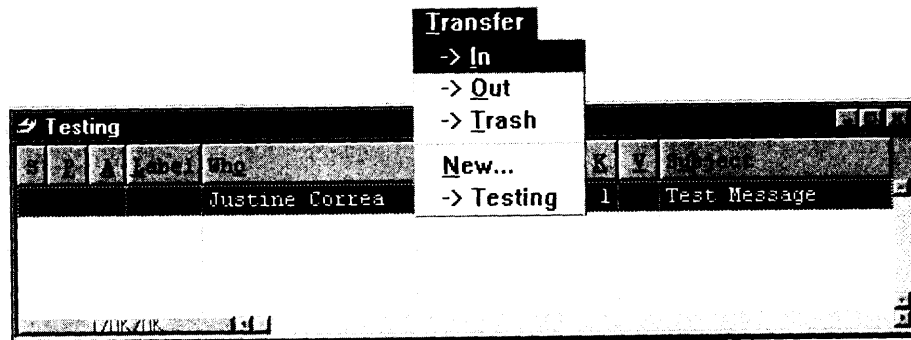
Transferring the test message

Deleting the Message

Messages are stored indefinitely in any mailbox until they are deleted or transferred to another mailbox. Any current message can be deleted.

To delete your test message, open it or select it in the In mailbox. Then, select **Delete** from the **Message** menu. As a safeguard, the Delete command doesn't actually delete messages, but instead transfers them to the Trash mailbox. So, if you suddenly realize that you deleted a message you want to keep, you can transfer it out of the Trash into another mailbox.

All messages stored in the Trash mailbox are automatically deleted when you quit Eudora (although you can turn this option off). To manually delete messages in the Trash mailbox, select **Empty Trash** from the **Special** menu.